

27 February 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Management Subjects Injected Into SVN Ops Course

The next South Vietnam Operations Course probably will include a segment devoted to selected topics of particular concern to the broad field of management. Plans are being made by the Management Training Faculty to present a special four-day package emphasizing communications, motivation, leadership, problem-solving, delegating, and controlling.

2. Tradecraft Training Kit Survives Another Stage

The Tradecraft Training Kit, a comprehensive operations training manual prepared by Operations School, has reached another stage in its development. All persons and components of the Agency to whom the major substantive parts were submitted for review and comment have completed their critiques, and revisions are now being made.

As a joint and coordinated in-house effort, the job has been impressive in range. FI and CI Staffs; WH, EUR and SB Divisions; DDP/TRO; TSD; Office of Communications; instructor staffs [REDACTED]

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[REDACTED] and OTR's Headquarters Training Branch have all reviewed major portions of the Kit.

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3. Only Problem with Reading Improvement is Hearing

Two runnings of the new reading improvement course are under-way -- one on Mondays and Wednesdays, another on Tuesdays and Thursdays -- with 24 students enrolled in each section. Conducted by a representative of the USDA Graduate School who has had 10 years' experience in teaching reading improvement, the course will run five weeks for a total of 20 hours of classroom time. Students are also expected to put in a minimum of seven hours a week of outside reading time.

Because of the dearth of classroom space, the course is being given on the balcony of the South Cafeteria at Headquarters from 0830 to 1030. With the cafeteria open for business all morning, the noise level is high -- too high for really effective teaching.

4. Other Training Topics

Enrollment in last Monday's kickoff of the National Interdepartmental Seminar was complete with all eight Agency spaces filled.

There are already five nominees for the April class. . . . Harry

██████████ OF, is the student in this week's DODCI Senior Executive Course although a second space unfortunately had to be returned to DODCI. No takers. . . . ██████████ OP, will be the Agency's representative in the Brookings Institution's General Administrative Conference beginning on 3 March at Williamsburg.

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A program-assisted instruction text on a Courier Training Program was recently delivered to Logistics. While the Program was developed specifically for Logistics Services Division, the text deals with many factors common to all couriers within the Agency. . . . Another Special Operations Familiarization course has been scheduled for USAF 1127th Field Activities Group from 10 March to 11 April. Originally requested as a six-to-eight weeks' course, other Ops School commitments and classroom availability did not permit a course of more than five weeks. Twelve students will attend.

4. Non-Agency Briefings

During the reporting period, these non-Agency briefings were given:

At the Foreign Service Institute, to 12 members of the Area Course, "The Changing Nature of Soviet Policy and Ideology."

At the Defense Intelligence School, to 89 students in the Defense Intelligence Course, "Communist Policies in the Third World."

At FSI, to 55 employees in the Introduction to the Foreign Service and the Department, "International Communism: Current Status."

At DIS, a briefing on the "Mission, Organization, and Function of the Agency" to 45 students attending the Intelligence Analyst Course. The NIE film was also presented to the same group.

At Headquarters, a briefing for three [REDACTED] officials on an updating of the Intelligence Community and Agency

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organization followed by an extensive question and answer period.

/s/
John Richardson
John Richardson
Director of Training

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